



**FINAL
WEARE BOARD OF SELECTMEN
MEETING MINUTES
July 9, 2008**

PRESENT: THOMAS CLOW, CHAIRMAN; HELEEN KURK, SELECTMAN;
RICHARD BUTT, SELECTMAN; KEITH LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco
RECORDING SECRETARY: Thomas Clow

GUESTS: None

The meeting was called to order by Chairman Clow at 6:15 p.m. Those present agreed that since this was a work session focusing on the Personnel Policy, the meeting would end promptly at 8:30 p.m. or when the board was halfway through the document.

The board briefly discussed the need for employee workshops on sexual harassment and agreed that workshops would be held each year during the month of September starting in 2008.

After a discussion of the term "manual" used in the introduction and elsewhere in the document it was agreed that the title would be changed to the **Town of Weare Personnel Policy Manual**.

The board worked on the page one through six of the manual making changes recommended by Primex as well as incorporating language board members wished to change. They stopped with the section entitled "Job Descriptions" on page six. The following is a draft that includes changes up to that point:

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INTRODUCTION

The first and highest duty of any employee of the Town of Weare is to serve the community. The Town of Weare Personnel Policy Manual outlines the conditions of employment for those so employed.

The goal of the manual is to help all employees understand their duties, obligations and benefits as employees of the Town. The Board of Selectmen shall retain the right to interpret and apply all policies contained herein.

Neither this manual nor any policy contained herein shall be construed as either an express or implied contract of employment. Employment with the Town is considered at-will, and may be terminated by either the Town or the employee at any time and for any reason.

This manual and the policies contained herein are subject to change at the discretion of the Board of Selectmen. Once approved, such changes will be distributed to the town personnel.

(Please note: Selectmen's signature page will be moved to the end of the document.)

I. PURPOSE:

1. This manual describes the policies which comprise the Town of Weare personnel plan as adopted by the Board of Selectmen. These policies are intended to provide a uniform basis for administration of the Town of Weare Personnel Policy.
2. Employees covered under this plan shall receive and acknowledge a copy of this policy and shall receive copies of new or amended policies, as change(s) occur.

II. ADMINISTRATION AND SCOPE OF PLAN:

1. The Board of Selectmen shall be the appointing authority of the Town. The Board, at its sole discretion, may from time to time delegate this authority as it deems appropriate. In any instance where the policies in this manual are in conflict with a collective bargaining agreement, the language of the contract shall be binding.
2. This policy supersedes all previous policies and invalidates all inconsistent provisions of previous Selectmen's directives, personnel plans or other personnel documents.
3. In the event that any portion... *(Fred will provide language for a severability clause.)*

III. DEFINITIONS:

1. For the purpose of these rules and regulations, the following words and terms shall have the meaning indicated below:

A. Appointing or Termination Authority – The Board of Selectmen shall be the final appointing and terminating authority for all positions within town government unless otherwise established by statute, ordinance, or legal vote of the Town at Town Meeting.

B. Compensation – Compensation is intended to mean all salary, wages, fees, and other form of valuable consideration earned or paid to any employee by reason of service in the position, but does not include allowances for expenses authorized or incurred as incidents of employment.

C. Demotion – Demotion shall mean a change of the employment status of an employee to a job classification having a lower salary rate and less responsibility.

D. Employee - Employee shall mean a person who has been appointed to a position in the town service within the guidelines of the Town of Weare Personnel Policy.

E. Full-Time Employee – A full-time employee is one who works a standard work week of forty (40) or more hours on a continuing or indefinite basis. Full-time employees receive all benefits and rights provided in these policies, upon successful completion of the probationary period.

F. Part-Time Employee – A part-time employee is one who works less than forty (40) hours per week on a continuing or indefinite basis.

G. Seasonal Employee – A seasonal employee is one hired for work that can only be performed during certain times of the year, and does not maintain continuous regular employment with the Town. The hours of work for this type of position may vary due to weather and other factors, which could affect work schedules.

H. Temporary Employees – A temporary employee is one hired to work for a defined, but limited period of time when a special project, or emergency, or the filling of the position of an employee on a leave of absence or at long-term training requires the addition of employees for a specific time. Such an appointment may also include a person hired under an existing federal manpower program.

I. Probationary Period – Initial employment with the Town of Weare shall be for a probationary period of six (6) months. Employee performance will be reviewed on a regular basis to determine skill levels, adaptation to the job and the work environment, adaptation to fellow employees, and the need, if any for additional training. An employee may be dismissed at any time during the probationary period upon the recommendation of the department head or supervisor.

J. Employment Examination – For those positions in Town service that require particular physical conditions in order to properly carry out or withstand the prescribed tasks of the position, it may be necessary to pass a medical evaluation based on bona fide occupation standards that reasonably relate to the position in question. The Town also reserves the right to require drug and alcohol testing, a review of driving records, and criminal background checks.

K. Promotion – Promotion shall mean a change of employment status to a job classification having a higher wage or salary rate and greater responsibility.

L. Personnel File – The town administrator shall have the responsibility to keep and maintain individual personnel files on all town employees. Personnel files are by their nature considered confidential, and therefore they shall be open to inspection only by the employee, his/her department head, the selectmen, town administrator, or other authorized representative. Personnel file maintenance and access is governed by New Hampshire Revised Statutes annotated 275:56.

M. Employee Records – Information which the employee is required to keep current in their employee records include:

- marital status
- address (home or mailing)
- legal name
- home telephone number
- insurance dependent coverage
- insurance beneficiary
- number of income tax exemptions
- person to call in case of emergency
- selective service and military reserve status

N. Performance Evaluations – The Town will evaluate the performance and goals of its employees on an annual basis; customarily in November. The evaluation will be performed by the employee's department head or supervisor and will then be presented for final review to the Selectmen. The employee shall be permitted to permanently affix any written responses to such evaluations and shall receive a copy thereof. Employee must have an overall rating of 3.0 (competent) in order to receive a raise.

Merit raises may be denied, and are not automatic each year. Annual job performance evaluations will be a factor in pay raise decisions. Final approval of performance-based increases shall rest with the Board of Selectmen.

O. Pay Period / Work Week – The weekly pay period / work week for the Town of Weare shall be 12:01 AM Friday through 11:59 PM Thursday. Department Heads shall submit weekly payroll sheets to the Town Finance Administrator no later than 10:00 AM Friday morning.

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P. Pay Day – Paychecks for the Town of Weare employees will be issued bi-weekly dated for Thursday.

Q. Termination - The date on which an employee ends employment with the Town of Weare either involuntarily or voluntarily – including retirement.

IV. EMPLOYMENT:

A. Equal Opportunity Employment – It is the Town’s policy to employ, retain, promote, terminate, and otherwise treat any and all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual’s sex, race, religion, national origin, pregnancy, age, marital status, color, sexual orientation, veteran status, ancestry or physical or mental handicap, except as a bona fide occupational qualification.

B. Hiring Authority - The hiring authority of the Town of Weare shall be the Board of Selectmen, or their duly authorized designee. Any potential full or part-time employment candidate shall be brought before the Board of Selectmen for approval.

C. Job Descriptions – A job description shall be prepared for each position which generally outlines the position’s duties, responsibilities and the prerequisite knowledge, skills and abilities.

Employees will receive a job description at the time of applying and at any time the job description is amended. An employee may also ask for another copy at any time. All job descriptions shall be retained at the Selectmen’s Office and are available for review.

Meeting adjournment at 8:30 p.m.

Thomas S. Clow, Recording Secretary